




STATE OF TENNESSEE  
DEPARTMENT OF PERSONNEL  
July 2005  
OPEN COMPETITIVE  
CAREER SERVICE EXAMINATIONS

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Executive Housekeeper 1 (F)	42861	\$21,960 - \$35,136
Executive Housekeeper 2 (F)	42862	\$23,868 - \$38,184
Insurance Fraud Investigation Manager (B)	75670	\$40,956 - \$65,532
Insurance Fraud Investigator 1 (B)	75667	\$30,612 - \$48,984
Insurance Fraud Investigator 2 (B)	75668	\$33,372 - \$53,400
Insurance Fraud Investigator 3 (B)	75669	\$36,432 - \$58,296
Legal Associate (B)	79435	\$33,372 - \$53,400
Nutritionist 3 (A)	77383	\$34,848 - \$55,752
Rehabilitation Assistant (F)	06835	\$18,636 - \$29,820
Veterinarian Diagnostician 1 (J)	77181	900
Veterinarian Diagnostician 2 (J)	77182	900
Veterinarian Staff (J)	77183	900

LEGEND

- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective July 26, 2005.
- B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED July 26, 2005.
- C - Register was ABOLISHED and REESTABLISHED effective.
- D - Job classification will be ABOLISHED.
- E - Job classification will have a TITLE CHANGE effective.
- F - Job classification will have a change in SALARY effective July 26, 2005.
- G - Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- H - Job classification will have a change of Probationary Period from 6 months to 1 year.
- I - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective July 26, 2005.
- K - Job classification will be converting from CAREER SERVICE to both EXECUTIVE SERVICE and CAREER SERVICE effective.
- L - Job classification will be converting from both EXECUTIVE SERVICE and CAREER SERVICE to CAREER SERVICE effective.
- M - Job classification changed examination method from Competitive to Non-Competitive.

Tennessee Department of Personnel, Authorization #319177, November, 2004. This public document was promulgated at a cost of \$.07 per copy 15 copies.  
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

## **POLICY OF NON-DISCRIMINATION !!**

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

## **!! SPECIAL NOTICE !!**

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website([www.state.tn.us/personnel](http://www.state.tn.us/personnel)). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

## **!! VETERANS PREFERENCE !!**

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

**Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.**

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

**SERVICE ELIGIBILITY DATES:** WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

## INSURANCE FRAUD INVESTIGATION MANAGER

**SUMMARY:** Under general supervision, performs insurance fraud investigation managerial work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** The employee in this class manages the operations of the Insurance Fraud Investigation section of the Department of Commerce and Insurance. This class differs from Insurance Fraud Investigator 3 in that an incumbent of the latter performs lead duties. This class differs from Insurance Fraud Investigation Director in that the incumbent of the latter directs the activities of the entire section.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Professional experience equivalent to three years in one or a combination of the following: 1) financial examination of banks, insurance, or securities, or 2) financial fraud investigations, and possession of current certification in active status in at least one of the following: 1) Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners, 2) Certified Financial Examiner as approved by the Society of Financial Examiners, or 3) Certified Public Accountant as approved by the National Association of State Boards of Accountancy.

**Necessary Special Qualifications:** Possession of current certification in active status in at least one of the following: 1) Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners, 2) Certified Financial Examiner as approved by the Society of Financial Examiners, or 3) Certified Public Accountant as approved by the National Association of State Boards of Accountancy is required at the time of appointment and must be maintained during employment in the Insurance Fraud Investigation Manager classification.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.

---

## INSURANCE FRAUD INVESTIGATOR 1

**SUMMARY:** Under general supervision, is responsible for insurance fraud investigation work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry-level class in the Insurance Fraud Investigator sub-series. An employee in this class learns to perform a variety of professional civil investigations of alleged violations of insurance fraud. This class differs from Insurance Fraud Investigator 2 in that an incumbent of the latter performs at the working level.

\*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree, including at least nine quarter hours in accounting coursework.

### OR

Possession of current certification in active status in at least one of the following: 1) Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners, 2) Certified Financial Examiner as approved by the Society of Financial Examiners, or 3) Certified Public Accountant as approved by the National Association of State Boards of Accountancy.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.

## INSURANCE FRAUD INVESTIGATOR 2

**SUMMARY:** Under general supervision, is responsible for insurance fraud investigation work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** \*This is the working-level class in the Insurance Fraud Investigator sub-series. An employee in this class performs a variety of professional civil investigations of alleged violations of insurance fraud. This class is flexibly staffed with and differs from Insurance Fraud Investigator 1 in that an incumbent of the latter functions at the entry level. This class differs from Insurance Fraud Investigator 3 in that an incumbent of the latter performs lead level investigative work.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree, including at least nine quarter hours in accounting coursework and professional experience equivalent to one year in one or a combination of the following: 1) financial examination of banks, insurance, or securities, or 2) financial fraud investigations.

### OR

Possession of current certification in active status in at least one of the following: 1) Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners, 2) Certified Financial Examiner as approved by the Society of Financial Examiners, or 3) Certified Public Accountant as approved by the National Association of State Boards of Accountancy.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.

---

## INSURANCE FRAUD INVESTIGATOR 3

**SUMMARY:** Under general supervision, is responsible for insurance fraud investigation work of considerable difficulty and lead work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the lead-level class in the Insurance Fraud Investigator sub-series. An employee in this class leads lower-level investigators in the performance of a variety of professional civil investigations of alleged violations of insurance fraud. This class differs from Insurance Fraud Investigator 2 in that an incumbent of the latter functions at the working level. This class differs from Insurance Fraud Investigation Manager in that the incumbent of the latter manages the operations of the Insurance Fraud Investigation section of the Department of Commerce and Insurance.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Professional experience equivalent to two years in one or a combination of the following: 1) financial examination of banks, insurance, or securities, or 2) financial fraud investigations, and possession of current certification in active status in at least one of the following: 1) Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners, 2) Certified Financial Examiner as approved by the Society of Financial Examiners, or 3) Certified Public Accountant as approved by the National Association of State Boards of Accountancy.

**Necessary Special Qualifications:** Possession of current certification in active status in at least one of the following: 1) Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners, 2) Certified Financial Examiner as approved by the Society of Financial Examiners, or 3) Certified Public Accountant as approved by the National Association of State Boards of Accountancy is required at the time of appointment and must be maintained during employment in the Insurance Fraud Investigator 3 classification.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.

## LEGAL ASSOCIATE

**SUMMARY:** Under general supervision, is responsible for unlicensed legal work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class is responsible for providing legal assistance to staff and attorneys by researching statutes, negotiating contracts, and performing other legal duties which do not require the services of a licensed attorney.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an approved school of law.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions..

---

## NUTRITIONIST 3

**SUMMARY:** Under general supervision, is responsible for professional nutrition work of considerable difficulty and supervisory work of routine difficulty; and performs related work as required

**DISTINGUISHING FEATURES:** An employee in this class acts as a program manager for one or more nutrition programs in a multiple-county region. This class differs from that of Nutritionist 2 in that an incumbent of the latter assesses community needs at a county or district level and reports to an incumbent of this class. This class differs from that of Nutritionist 4 in that an incumbent of the latter is the central office coordinator of nutrition services or programs.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Possession of proof of registration in active status as a Registered Dietitian (RD) with the Commission on Dietetic Registration and experience equivalent to two years of full-time professional nutrition work.

### OR

Graduation from an accredited college or university with a master's degree in human nutrition, dietetics, or any public or community health field dealing with applied human nutrition; and possession of proof of registration in active status as a Registered Dietitian (RD) with the Commission on Dietetic Registration and experience equivalent to one year of full-time professional nutrition work.

**Necessary Special Qualifications:** Possession of proof of registration in active status as a Registered Dietitian (RD) with the Commission on Dietetic Registration is required at the time of appointment and must be maintained during employment in the Nutritionist 3 job classification. A valid vehicle operator's license may be required for employment in some positions.

Note: A transcript is required for a proper evaluation for this class.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

## VETERINARIAN DIAGNOSTICIAN 1

**SUMMARY:** Under general supervision, is responsible for professional veterinary diagnostic work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry level class in the Veterinarian sub-series. An employee in this class performs a variety of duties such as assisting in planning and implementing various laboratory diagnostic procedures for controlling hot cholera, rabies, and brucellosis, conducting tests and examinations of livestock and poultry in connection with the control and eradication of various animal disease, making observations and collecting specimens from livestock and poultry in the field during a widespread disease outbreak. This class differs from that of Veterinarian Diagnostician 2 in that an incumbent of the latter functions at the working level.

\*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Possession of a doctorate in veterinary medicine from an approved school of veterinary medicine.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

---

## VETERINARIAN DIAGNOSTICIAN 2

**SUMMARY:** Under general supervision, is responsible for professional veterinary diagnostic work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** \*This is the working class in the Veterinarian sub-series. An incumbent in this class performs a variety of duties such as conducting laboratory tests to isolate and identify the causative agents of diseases from autopsied animals and submitted specimens and performs epidemic investigations and necropsy examinations. This class is flexibly staffed with and differs from that of Veterinarian Diagnostician 1 in that an incumbent of the latter functions at the entry level. This class differs from that of Veterinarian, Staff in that the incumbent of the latter is responsible for assisting in the overall administration of the Animal Industries Division.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Possession of a doctorate in veterinary medicine from an approved school of veterinary medicine and experience equivalent to one year of full-time responsible professional experience as a Veterinarian.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

---

## VETERINARIAN STAFF

**SUMMARY:** Under general supervision, is responsible for professional veterinary work of considerable difficulty and administrative work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** The employee in this class is responsible for assisting in the operations of the Animal Industries Division. This class differs from that of Veterinarian Diagnostician 2 in that an incumbent of the latter is responsible for laboratory work to isolate and identify the causative agents of diseases and performs epidemic investigation and necropsy examinations. This class differs from that of Veterinarian, Staff in that the incumbent of the latter directs the veterinarian program for the state.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Possession of a doctorate in veterinary medicine from an approved school of veterinary medicine and experience equivalent to one year of full-time increasingly responsible professional experience as a Veterinarian.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

